

COMMONWEALTH OF VIRGINIA
THE LIBRARY OF VIRGINIA
RECORDS MANAGEMENT DIVISION
(804) 786-5634

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 13

SCHEDULE TITLE: Commonwealth's Attorney Records

SCHEDULED AGENCIES: County and Municipal Governments

SCHEDULED DIVISIONS: Commonwealth's Attorney Offices

This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§42.1-76 et seq. Code of Virginia, for the retention and disposition of the records as stated. This schedule supersedes previously approved applicable schedules. Request approval on Form RM-3, Certificate of Records Disposal, for the destruction of record series noted in this schedule. Any records created prior to the Constitution of 1902 must first be offered to the VSL&A before applying these disposition instructions.

EFFECTIVE SCHEDULE DATE: February 15, 1996

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RECORD SERIES NUMBER AND TITLE

SCHEDULED RETENTION AND DISPOSITION

The following categories are included in this Schedule:

- I. General Records
- II. Commonwealth's Attorney Records

I. GENERAL RECORDS

Administrative Records	Retain in accordance with The Library of Virginia (LVA) General Schedule (GS) No. 19, <u>Administrative Records Retention and Disposition Schedule</u> .
Electronic Records	Retain in accordance with LVA GS-23, <u>Electronic Records Retention and Disposition Schedule</u> .
Fiscal Records	Retain in accordance with LVA GS-2, <u>Fiscal Records Retention and Disposition Schedule</u> .
Personnel Records	Retain in accordance with LVA GS-3, <u>Personnel Records Retention and Disposition Schedule</u> .

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II. COMMONWEALTH'S ATTORNEY FILES

1. Case Files

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| a. | Circuit court felony files | Retain 10 years after close of case, then destroy by shredding or pulping. |
| b. | Circuit court non-felony files | Retain 1 year after close of case, then destroy by shredding or pulping. |
| c. | Files from other courts | Retain 1 year after close of case, then destroy by shredding or pulping. |

2. Research Files

Retain 1 years after research completed, then destroy by shredding or pulping.